

Creating a Web Site using the Home Connection Kit (HCK)

The good news...

HCK was designed to be easy to use for teachers and students. Using templates or forms, you simply fill in boxes and create a web page - these pages require no knowledge of programming languages.



Why would you want a web page?

Making and maintaining a web site requires extra effort. Many parents and students may not ever visit your web site. Without “visitors”, it is easy to procrastinate about maintaining your web site. Don’t you have enough to do already???

Here are two common motivations expressed by teachers who look into HCK web sites

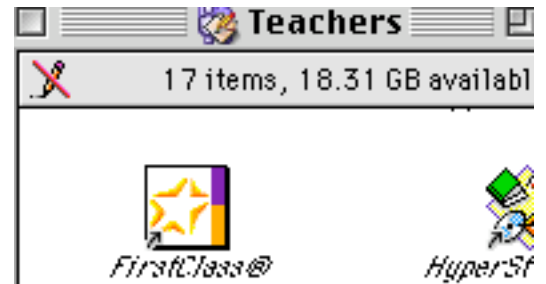
- Teachers at my school are making them.
- Groups in our District would like to see this tool being put to good use.

Here are five reasons to create and persevere at maintaining your class web site

- Making resources and assignments available to students who are away
- Showcasing and motivating
- Scaffolding responsibility
- Connecting with parents
- Educational Leadership

Getting started...

1. Open FirstClass and Log in



2. Open SD36 Staff Conferences



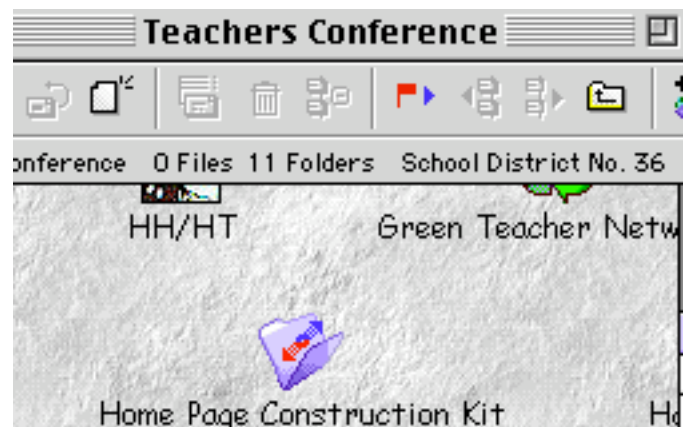
SD36 Staff Conferences

3. Open Teachers Conference



Teachers Conference

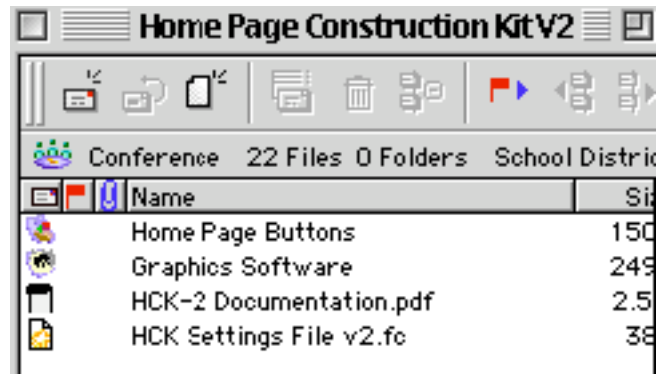
4. Open Home Page Construction Kit



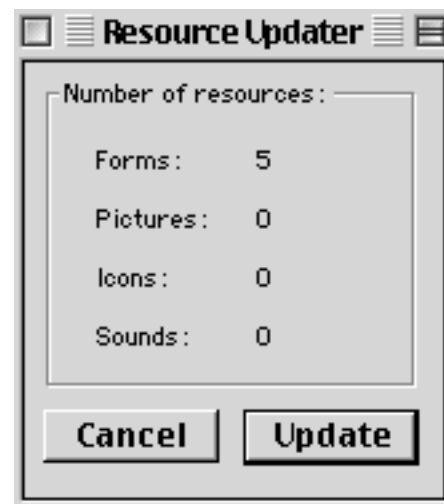
5. Open **Home Page Construct Kit V3**



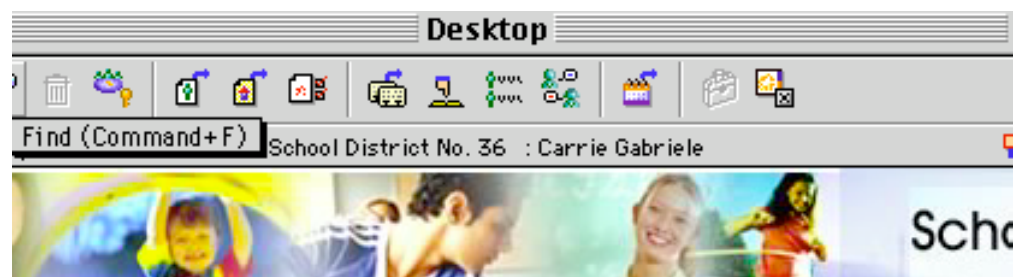
6. Double click on
HCK Settings File v3.rez



7. Click on the **Update** button.



8. After the “pop”, you can close all windows in FirstClass to get back to your Desktop.

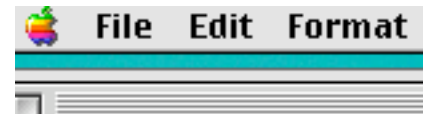


Creating an HCK Web Page

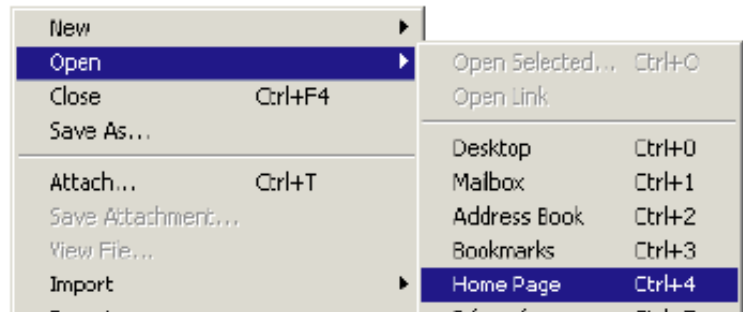
Step 2: Creating your Home Page Folder

You need to create a Home Page Folder on your FirstClass desktop in order to create your Web pages. EVERY time you are working on your Web Site, this folder MUST be open. You ONLY have to create the folder ONCE.

9. Click and hold on **File** in the top left corner of your screen.

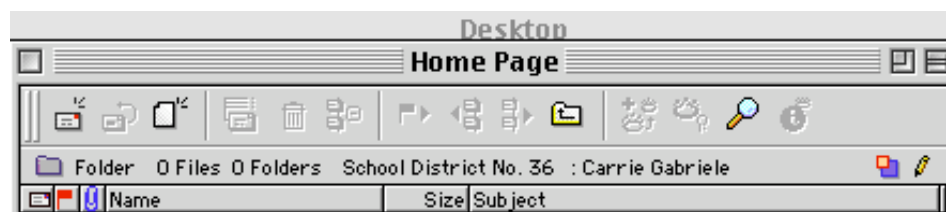


10. Highlight **OPEN**



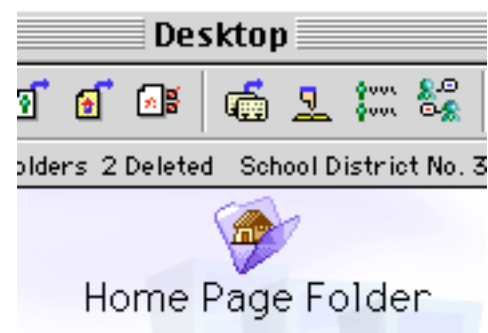
11. Highlight **Home Page**
Let go of your mouse.

12. Your new **Home page Folder** will automatically open!



Note: On your desktop, you will notice you have a new folder now!
This **Home Page Folder** is used to store all your home page documents!
It looks like:

Each time you want to work on your Web page now, all you have to do is OPEN this folder



Accessing HCK Documentation

There will be times you will want to refer back to the HCK Documentation Files. These files are located in the TEACHER conference where you went to UPDATE for using HCK. The files in this folder are shown on the left. They include information on how to use HCK. The popular ones to use while working on your Web site are Web Colours, Web Backgrounds, and Home Page Buttons. These three files allow you to see the colours, backgrounds, and buttons you can choose from.

| | Name |
|---|-------------------------------|
|  | Introduction |
|  | Conceptualizing Your Web Site |
|  | Constructing your Web Site |
|  | The Header |
|  | Body/Footer |
|  | Navigation – Button Bar |
|  | Navigation – Navigation Strip |
|  | Navigation – Left Column |
|  | Home Page Profile |
|  | The Features Column |
|  | Subject/Meta Tags |
|  | Creating Linked Pages |
|  | Adding Content |
|  | Advanced Content Tips |
|  | Links Within Content |
|  | All About Link Paths |
|  | Web Colours |
|  | Web Backgrounds |
|  | Home Page Buttons |
|  | Graphics Software |
|  | HCK-2 Documentation.pdf |
|  | HCK Settings File v2.fc |



Add this Folder to your desktop.

Follow the UPDATE steps to get to the HCK folder. Do NOT open it.

- Click on the icon ONCE to highlight it.
- Click COLLABORATE then highlight ADD TO DESKTOP
OR click on the + icon on the top of your FIRSTCLASS window.
- The folder will be added to your desktop and you can simply open it any time you need.

Conceptualizing Your Web Site

The first thing you need to do before you even begin to use the Home Page Construction Kit is to give some thought to the information that you wish to present on your web site. The key to the Home Page Construction Kit is to design the main page of your site and then duplicate it, replacing only the content so that your web site has a professional, consistent look. This means you need to consider what topics will require a separate link.

| For a School Web Site | For a Teacher Home Page |
|---|---|
| Mission Statement/Goals Contact Information Homework Guidelines Code of Conduct Parent Advisory Council Information School Calendar School Location School Hours Current Newsletter Link to District Web Site School Library Sporting Events Celebration Events | Homework Policy Course Outlines Current Homework Related Web Sites Resources Behaviour Expectations Class/Course Calendar |

Take a minute to view current web sites of other schools and teachers to get some ideas as to what might be appropriate.

School sites created using HCK:

<http://fc.sd36.bc.ca/schoolwebsites/NewtonElem-Web/>

<http://fc.sd36.bc.ca/schoolwebsites/FrostRoad-Web/>

<http://www.sd36.bc.ca/berkshirepark/>

<http://www.sd36.bc.ca/sites/chantrell/>

<http://www.sd36.bc.ca/sites/oceancliff/>

<http://www.sd36.bc.ca/sites/bonaccord/>

<http://www.sd36.bc.ca/sites/CedarHills/>

<http://www.sd36.bc.ca/sites/royalheights/>

Teacher sites created using HCK:

| | |
|------------------------------|--|
| Beginner | http://fc.sd36.bc.ca/~leake_m/ http://fc.sd36.bc.ca/~wong_e/ http://fc.sd36.bc.ca/~connor_b/home |
| Advanced | http://fc.sd36.bc.ca/~vendramin_a/ http://fc.sd36.bc.ca/~hogan_j/ http://fc.sd36.bc.ca/~heard_b/ http://fc.sd36.bc.ca/~lowe_s/ |
| Advanced (using html) | http://fc.sd36.bc.ca/~gabriele_c http://fc.sd36.bc.ca/~scott_michael/ http://fc.sd36.bc.ca/~henriksen_t/ http://fc.sd36.bc.ca/~parks_j/ |

“Rome was not built in a day”

Miguel de Cervantes Saavedra: *Don Quixote*

“Beware the quixotic web site.”

An FC Trainer in SD36

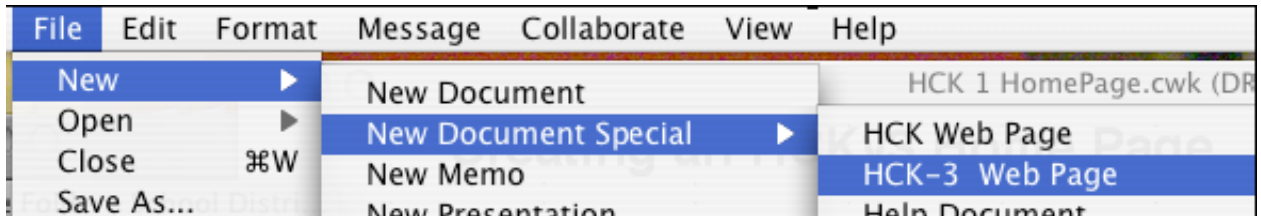


14. A simple web site is easier to maintain and most web sites begin with a few simple details and then add on as time or the need arises:

Are you ready to create your home page?

Creating an HCKv3 Home Page

15. Make sure your **Home page folder** is open.



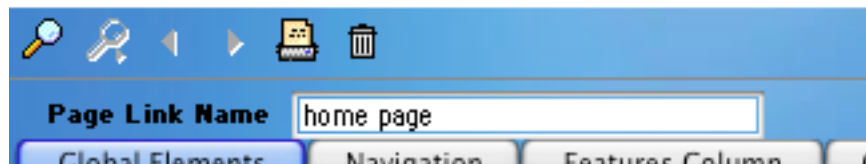
16. a. Click on **FILE**

b. Highlight **NEW**

c. Highlight **NEW DOCUMENT SPECIAL**

d. Highlight **HCK-3 Web Page**: click and let go.

This will create a new, blank Home Page Construction Kit document within your Home Page folder.



17. Since this will be our main page, we will rename it as "**home page**" in the Page Link Name field. Click on the box, delete the **HCK 3 Web page** and type in **home page**

note: ALL lowercase with a space

18. The Header is where you place the key information about your Web Site.

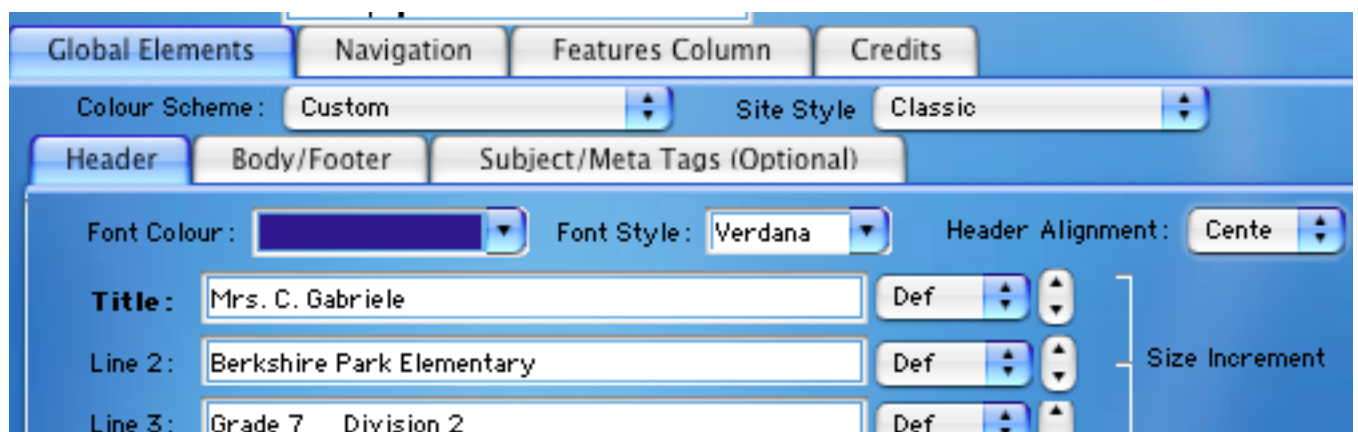
A common Header is:

Title Line - Your name

Line 2 - the name of your school, and

Line 3 - your grade level and division

You may use these lines for different information, however the Title Line should identify you and your page.



The screenshot shows a web design software interface with several tabs: "Global Elements", "Navigation", "Features Column", and "Credits". The "Global Elements" tab is active, and within it, the "Header" sub-tab is selected. The "Body/Footer" and "Subject/Meta Tags (Optional)" sub-tabs are also visible. The "Header" configuration panel includes a "Colour Scheme" dropdown set to "Custom", a "Site Style" dropdown set to "Classic", a "Font Colour" dropdown set to a dark blue color, a "Font Style" dropdown set to "Verdana", and a "Header Alignment" dropdown set to "Center". Below these settings are three text input fields for the header content: "Title:" (containing "Mrs. C. Gabriele"), "Line 2:" (containing "Berkshire Park Elementary"), and "Line 3:" (containing "Grade 7 Division 2"). Each input field has a "Def" button and a "Size Increment" control (a small square with up and down arrows).

19. Click on the arrow and change your Header Alignment.

Justify doesn't appear to do anything with the text, but it changes how your text is displayed on your home page.

Mrs. C. Gabriele
Berkshire Park Elementary
Grade 7 Division 2

Mrs. C. Gabriele
Berkshire Park Elementary
Grade 7 Division 2

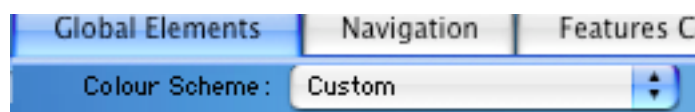
Mrs. C. Gabriele
Berkshire Park Elementary
Grade 7 Division 2



20. The **Banner** section allows you to put a graphic or banner at the top of your Web site. Once you learn to import a graphic, you will be able to do this. Creating your own custom made banner is an advanced skill! However, you can copy and paste this banner into your web site in a few short steps.

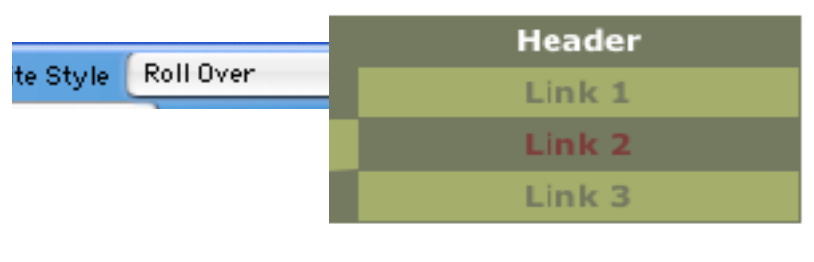
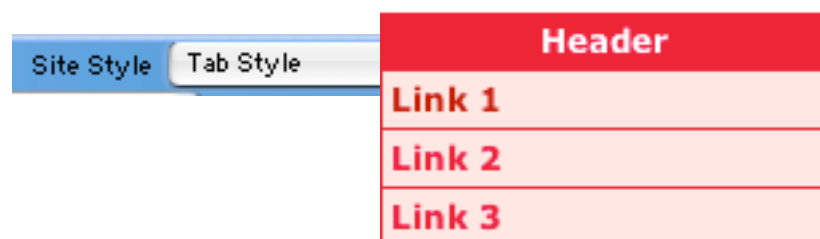
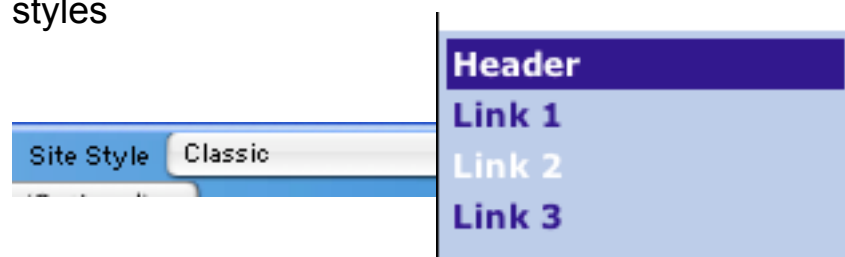
Web page Colour!

21. Web sites needs colour! Now is the time to decide what colour scheme you would like! HCK-v3 includes 13 preset colour schemes to make colour coordination easy!

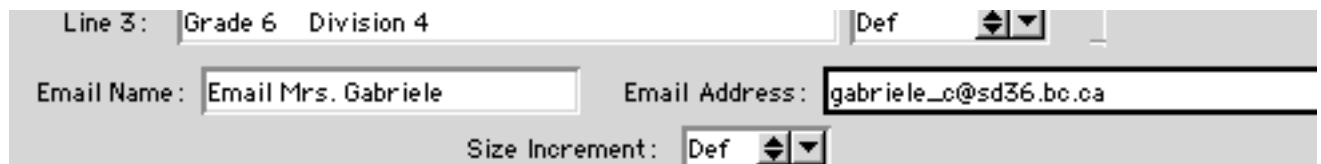


22. Site Style

HCK v3 includes three different site styles



23. If you would like viewers to be able to e-mail you, find this part of your HCK screen, located right under your TITLE section:



The screenshot shows a web form with the following fields and values:

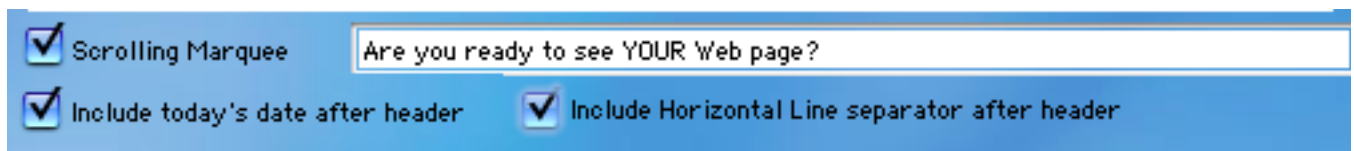
- Line 3: Grade 6 Division 4
- Def (dropdown menu)
- Email Name: Email Mrs. Gabriele
- Email Address: gabriele_c@sd36.bc.ca
- Size Increment: Def (dropdown menu)

Elementary Students are NOT permitted to put their e-mail addresses in this section. This includes e-mail addresses outside of FirstClass as well.

If you don't want unsolicited e-mail, you can type "e-mail me" rather than your name. You may wish to add your contact information as a graphic.

See http://fc.sd36.bc.ca/~white_k/ to see what this might look like.

24. At the bottom of your screen are three options.



The screenshot shows three options with checkboxes:

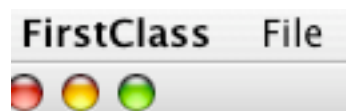
- ☒ Scrolling Marquee
- ☒ Include today's date after header
- ☒ Include Horizontal Line separator after header

These can be useful features, but don't over use them.

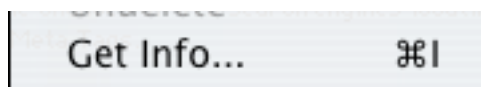
25. Create a profile page from your home page.

If you want to create additional Web pages later, using the same basic set up as your home page, this is a good time to create a profile page.

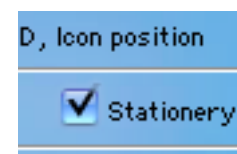
Click on FILE



Then Get Info



Then check this box

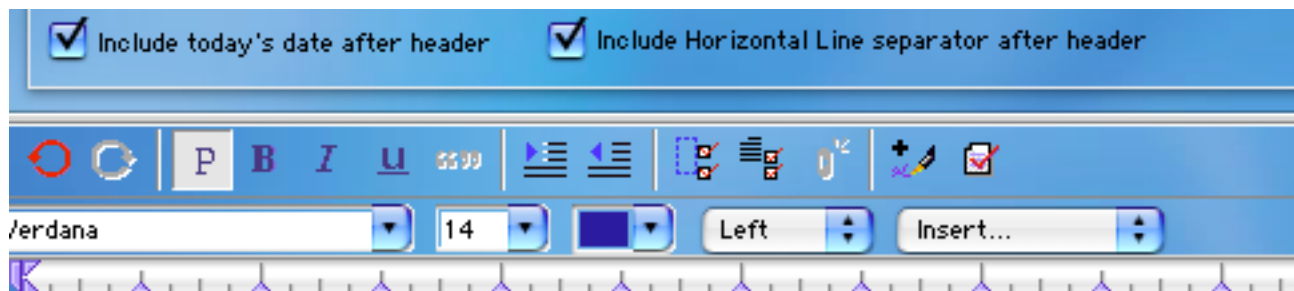


The image shows the 'Stationery' checkbox checked.

You will then get exact copies whenever you click on the home page file.
Remember to uncheck this box after making copies, or your home page will not display on the web.

26. You are ready to input the body of your Home Page!

In the bottom “e-mail” section of your page, type in your message.



This is the section where you would put your Home Page information. Ideas of what to put here could be:

What Division 4 is learning this week / month
Teacher note to parents
Exciting things to come

Ready to see what your web page looks like?

Go onto the Internet and type in your web site address.

[http://fc.sd36.bc.ca/~\(your FC name here\)](http://fc.sd36.bc.ca/~(your FC name here))

Students creating HCK Web pages would use their 6 digit Web Alias number; the School FirstClass moderator for Students will be able to tell you what this number is.

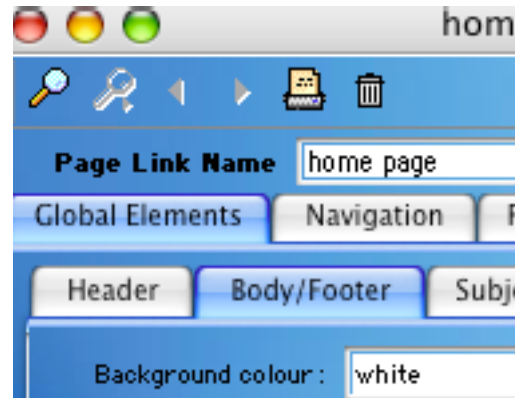
Adding some character to your page!

27. Background

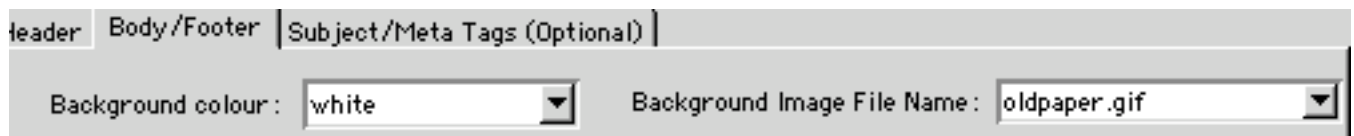
The Body/Footer section of the Global Elements tab is where you specify background colour or image name as well as determine the link colours for the body of your pages.

a. Click on **GLOBAL ELEMENTS**

b. Click on **BODY/FOOTER**



c. Choose either a **Background Colour** (solid) or a **Background Image File Name** (patterned).

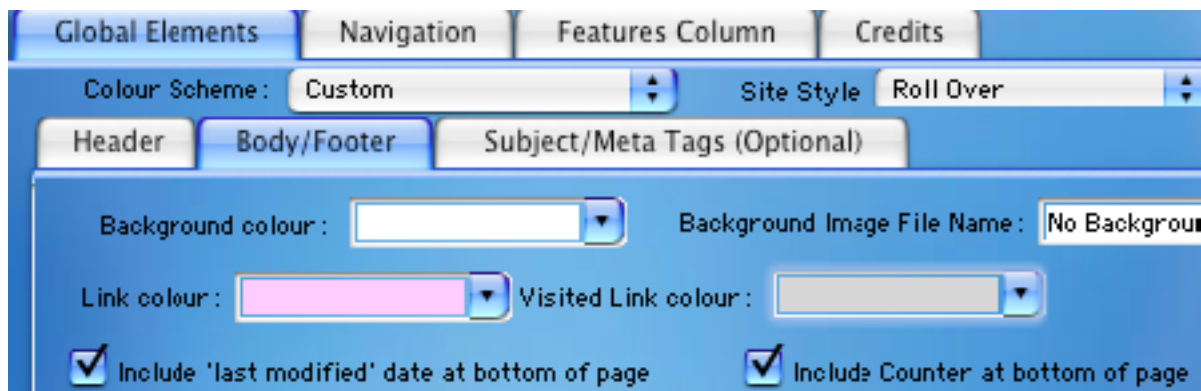


28. Link Colour

A **LINK** takes you to another Web page by clicking on it.

If you chose a Colour Scheme, your link colours are already set.

If you have time now, you can choose a link you can come back later!



29. Last Modified Date (see the last graphic)

If you choose, you may wish to have the last modified date (the date on which you last changed the content of your page) automatically updated. Check the box. This will be displayed on your web site.

30. Visitor Count (see the last graphic)



If you choose, you may install a counter on your web page; this may ONLY be installed on ONE of your pages - the Home Page is the most logical location. Again, click the box. Your counter will look like and change with every viewer.

Very often the counter is viewed negatively as a vanity device, but it has a useful function. You may wish to add the counter to track the usefulness of specific pages on your web site.

How easy is it to update my Web Page?

If you can open an e-mail message, you can update your Web Page.

You are done...visit your page again!